

~~CONFIDENTIAL~~
Security Information

FILED: O+M
RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

8 December 1952

Personnel Director

ATTN: [redacted]
Chief, Records Mgmt. & Distr. Br.

25X1

Suggestion--Secretarial procedure in letters or memoranda of two or more pages.

We have reviewed the attach ^{suggestion} subject but do not recommend its adaption for the following reasons:

1. It seems probable that the saving in paper would be more than offset by the difficulty and smearing that would occur in making erasures.
2. Typing on both sides of tissue copies present a very difficult technical problem when necessary to microfilm the file copies for the vital materials program or space reduction purposes.
3. The figures on carbon copies become increasingly fuzzy with the number of copies made. Typing on the back of the tissue would decrease the number of legible copies that can be made. The suggestor indicates that 6 to 10 copies are necessary for each letter and it seems doubtful that even the 6th copy would be legible if typed on both sides.

[redacted]

25X1

~~CONFIDENTIAL~~
Security Information